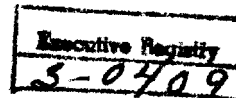AR - D - 1598

25 June 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Transfer of Personnel Statistics from Organiza-
                  tion and Methods Service to Personnel Office.

1. **As to O&M Service**

         As per my report of May 30, 1952 to the Chief, General
Services, the slots, work and personnel (2) relating to the prep-
aration of personnel statistics were transferred effective June
1, 1952 to the Personnel Office - Personnel Studies and Procedures
Staff. All of this in accordance with the Deputy Director's (Ad-
ministration) Notice No. 67-52, dated May 27, 1952.

2. **As to Comptroller's Office**

         The Personnel Office is working on a plan to put the sta-
tistics heretofore kept by the Comptroller on IBM machines. Mr.
████████ absence on vacation has held this up somewhat, although
the ground work is being carried on by his assistants. In order
to expedite the matter, however, I had a personal conference with
the Comptroller and find that what has been termed statistics is
divided into two separate jobs:

         a. A monthly statement of personnel divided into offices
and divisions and again into types of employment, i.e., regu-
lar, wage board, etc. This compilation is purely statistical
and could be almost immediately adapted to IBM machine tech-
nique. I have asked ████████ of my staff to lend every
possible aid.

         b. There is an annual statement which is used in connec-
tion with our presentation to the Bureau of the Budget. It
has the following headings: Position, actual 1952, estimated
1953 and estimated 1954. This is not a statistical report,
but a personnel cost accounting procedure and is really an
accounting rather than a statistical job. Due to the continu-
ous changes in the organization, it may be more economical to
leave this bookkeeping work in the Comptroller's office. We

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will try, nevertheless, to see if it can be put on machines, although even now I am inclined to the opinion it can be done cheaper in the Comptroller's office, at least until the organization is more stable. Excessive changes on IBM installations are expensive.

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W. L. PEEL
Chief, Organization
and Methods Service

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